

**STATEMENT OF WORK
BROADCAST SATELLITE TRANSPONDER SERVICES
6100060945**

CONTRACT OVERVIEW. The Department of General Services (DGS) on behalf of Commonwealth Media Services (CMS) is issuing this Invitation for Bids (IFB) in order to procure broadcast video satellite uplinking services for the Commonwealth of Pennsylvania (COPA) twenty-four (24) hours a day, seven (7) days a week, 365 days a year. CMS is seeking an agreement with an international satellite vendor who can provide occasional use resources of a fleet of orbit satellites and satellite transponder volume and ensure availability on a daily basis including during a national or statewide emergency.

COPA satellite uplink services cover television stations in the entire state of Pennsylvania, as well as outlining states. Satellites in orbital locations 83-95 degrees West is preferred due to the nature of our normal broadcast feeds to these television stations. While these are preferred, all satellite positions covering North America will be considered.

METHOD OF AWARD. This is a single award contract. A contract will be awarded by low cost to the responsible and responsive bidder who meets the eligibility requirements. Award of a Contract only renders a Contractor eligible to perform services under the Contract.

PURCHASE ORDER TERM. The initial term of the purchase order will be for one (1) year with the option to renew for four (4) additional 1-year terms. The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

PRICING. Bidders must submit their hourly rates within the SRM system. When pricing occasional use satellite time, please provide specific pricing, per hour, for the following transponder slots: 9mhz (most of our current usage is 9mhz) and 18mhz. Bid pricing may be provided as an hourly rate, but CMS will require invoicing in 15-minute increments.

Bidders must provide a listing of controlled occasional use satellites (and their orbital position) along with a count (broken down by 9/18mhz) of Ku-band transponders available per satellite. Provide, by satellite, the average availability of these transponders. An example statement would be “AMC-9 located at 83W has 18mhz time slots available an average of 6 hours per day”. Please also include the method of occasional use access for each satellite (ex: “for access of SES-1, call the SES NOC by phone”, “for access of Galaxy 17, call the Intelsat NOC by phone”).

TASKS. The Awarded Supplier must be able to provide:

- Transponder requirements are for up to 18 megahertz Digital Ku-band.
- Transponder time available and billable in 15-minute increments that can be booked using a web-based tool and/or standard phone/email communication.
- **Telephone and email response time for booking should be 15 minute or less response time as COPA may have last minute emergencies when satellite time/space is required immediately.**
- If online booking is available, it should be web-based with no user license fees, no user restrictions, and no special software requirements to book and reserve satellite time.

- CMS must have the ability to “inquire” (hold) satellite time and be able to cancel with no fees.
- Online booking should be instantaneous with no wait requirements.
- Upon booking satellite time, an email confirmation must be sent to the person who booked the time.
- CMS Project ID (PID) numbers must be visible and attached to each booking, along with any vendor-produced booking ID.
- Bookings must have the ability to have an approx./soft out upon request.
- This bid is not for a 24x7 transponder but for random, occasional use that must be available for booking 24x7.
- While not a long-term transponder, it is preferred that the booked space to be as standardized as possible (same satellite, same polarity, etc.).
- Historical examples of transponder use: April 2021- 17.5 hours of 9mhz (heavier usage month) and 2023 annual use of 70 hours of mhz.

INVOICING. The Award supplier shall prepare and submit invoices to cover the services rendered each month of the contract period. Monthly invoice details should reflect as follows:

- Booking ID
- Start Date/Time
- End Date/Time
- Satellite
- Transponder
- PO/Cust. Ref./PID #
- Ordered By
- MHz
- Duration (in 15 min increments)
- Amount

ESTIMATED SERVICES/QUANTITIES. All quantities are estimated, and DGS reserves the right to add locations, services types and quantities of service types to this agreement.

AGENCY CONTACT.

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